

# Missouri Alert Network<sup>SM</sup>

## Contact Information Form

### *Higher Education Institutions (Form C)*

A **Contact Information Form** must be completed for each person deemed to receive messages from the Missouri Alert Network.<sup>1</sup> (Additional copies of this form should be made as needed). A form will not be considered valid unless it is signed by the chief executive officer of the higher education institution.

#### This Section to be Completed by the Contact

#### 1. Name and Title of Contact (Please Print)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

#### 2. Name and Mailing Address of Higher Education Institution of Contact (Please Print)

Institution Name: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 3. Telephone Number(s) and Email Address(es) for Contact<sup>2</sup>

Telephone  
Number(s) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

<sup>1</sup> There is no cost to a higher education institution to have one person receive messages from the Missouri Alert Network. The Missouri School Boards' Association will invoice a higher education institution one hundred dollars per year for each additional person to receive network messages.

<sup>2</sup> In the event the Missouri Alert Network is activated, a message will be sent to the telephone number(s)—landline and cellular—and the email address(es) listed in # 3 above. Toll-free telephone numbers (e.g. 800 numbers) may not be used as contact telephone numbers in the Missouri Alert Network.

Email  
Address(es) \_\_\_\_\_ @ \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_

**This Section to be Completed by the Chief Executive Officer  
of the Higher Education Institution**

**4. Name and Signature of Chief Executive Officer**

Name (Please Print) \_\_\_\_\_

Signature of Chief  
Executive Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Internal Use Only: This Section to be Completed by the  
Missouri School Boards' Association**

1. Date Form Received \_\_\_\_\_
2. Missouri County \_\_\_\_\_
3. Missouri Highway Patrol Troop Region \_\_\_\_\_

**Upon completion, Contact Information Forms should be mailed  
or sent by facsimile to—**

**Brent Ghan  
Chief Communications Officer  
Missouri School Boards' Association  
General Headquarters Building  
2100 I-70 Drive Southwest  
Columbia, Missouri USA 65203  
Facsimile: 573-445-9981**